

OSUP E-Verify Enrollment Form

Agency Name

Agency Personnel Area(s)

Complete this form indicating that your agency has enrolled with USCIS E-Verify. Answers are based on responses entered in the E-Verify system upon enrollment. Some answers on the form are pre-determined and should be entered in E-Verify accordingly. **Agencies should complete and return one OSUP E-Verify Enrollment Form for every E-Verify Company ID.** Contact a member of the OSUP Benefits & Financial Administration Unit at DOA-OSUP-BFA@LA.GOV if you have any questions.

1. Visit the E-Verify website link (<https://e-verify.uscis.gov/enroll/>) to enroll as an **Employer** and answer these four (4) E-Verify enrollment questions as follows:

- a) Does your company need to verify its employees? **Yes**
- b) Does your company have clients and need to verify their employees? **No**
- c) Does your company have a central office that needs to manage E-Verify use for multiple locations that access E-Verify? **No**
- d) Does your company plan to develop its own software to use E-Verify? **No**

2. Select Organization Designation

- a) Employer Category: **State Government**

3. Electronically sign Memorandum of Understanding (MOU) (HR Director level or higher)

MOU Signer (Please Print)

Title

4. Enter Company Information

- a) Use OSUP's Tax ID number (72-1447520) when entering company profile information.
- b) E-Verify Enrollment Date: _____
- c) E-Verify Company ID: _____

Date Completed:

____/____/____

Signed by:

Human Resources Director

Phone Number:

() _____

Fax to:

(225) 219-4432

Attention: BFA Unit

_____ Signature page of MOU attached

_____ Print out from E-Verify system of agency profile information attached